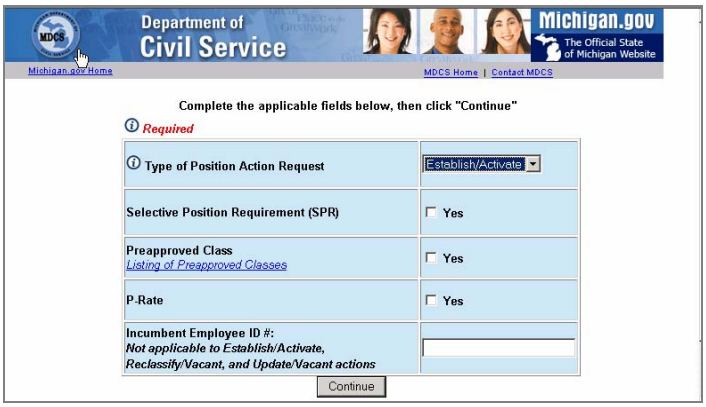
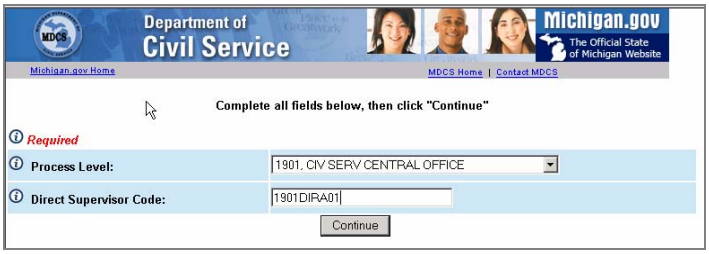
Directions for entering a CS-129 Establishment/Activate Request

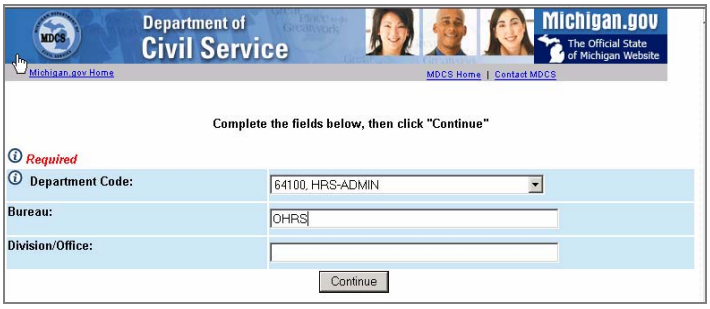
1. Log into the CS-129 website as an Appointing Authority, click on **Begin a New Request** and click **Continue**.
2. In "Type of Position Action Request", select **Establish/Activate** from the drop down.
3. If applicable check **Yes** for Selective Position Requirement (SPR), Pre-approved Class, and/or P-Rate.
4. Click **Continue**.



5. In "Process Level" select the appropriate **Process Level** from the drop down.
6. Enter the **Direct Supervisor Code** and click **Continue**.



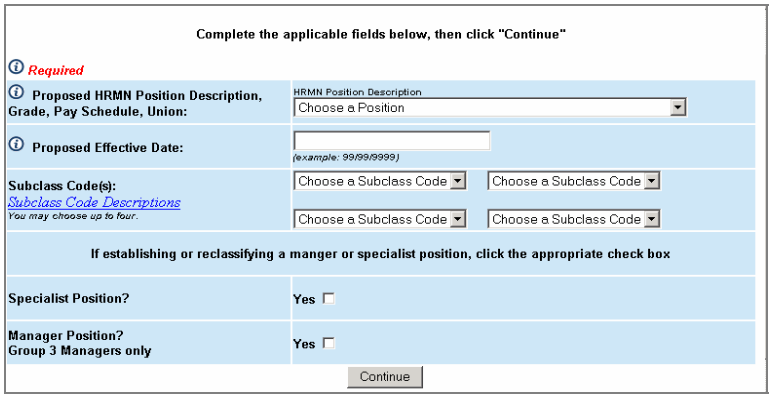
7. In "Department Code", choose the appropriate **Department Code**.
8. Enter **Bureau** name (optional), **Division/Office** name (optional) and click **Continue**.



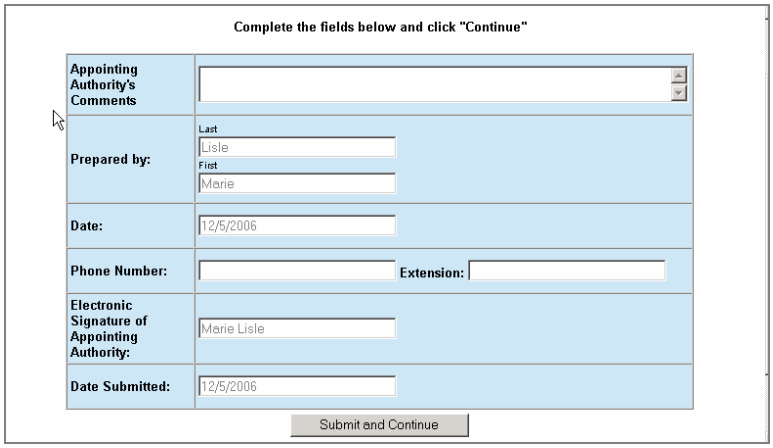
9. Verify Direct Supervisor Name, HRMN Class and Level and click **Continue**.

10. List all subordinate position codes (if applicable) and click **Continue**.

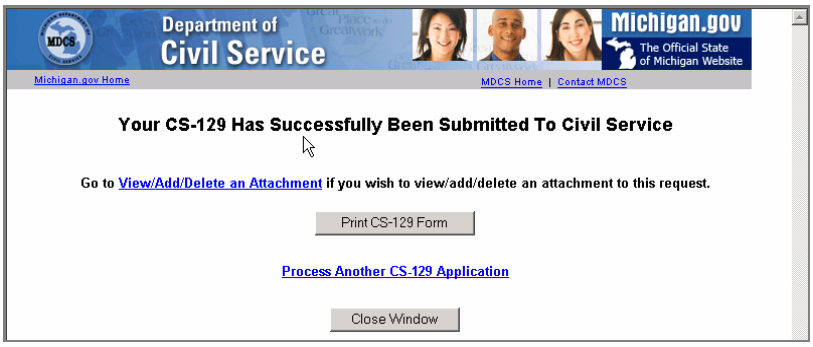
11. Verify 2nd Line Supervisor Name, HRMN class and level and click **Continue**.
12. In "Proposed HRMN Position Description…" select the appropriate **HRMN Position Description, Grade, Pay Schedule and Union** from the drop down.
13. Enter **Proposed Effective Date**.
14. If applicable, select appropriate **Subclass Code** from drop-down menu.
15. If establishing a Manager or Specialist see additional directions.
16. Click **Continue**.



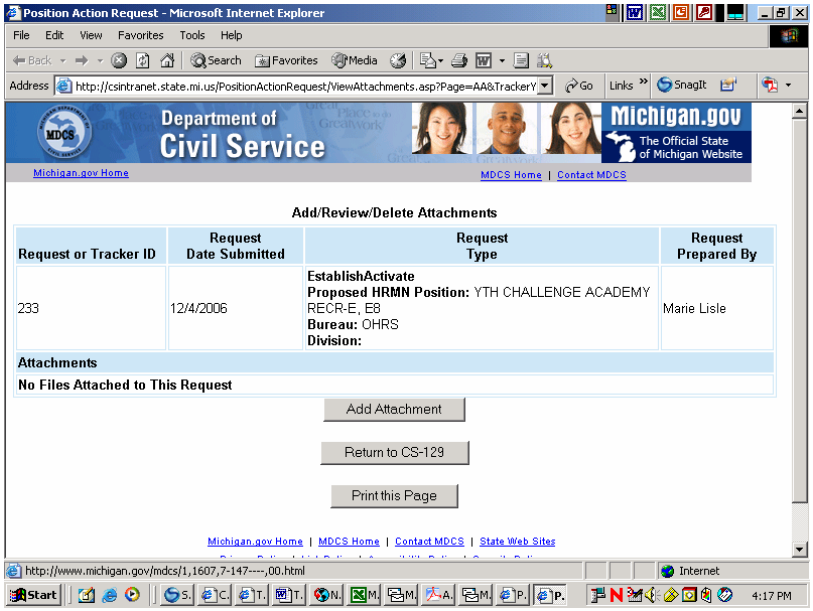
17. Enter notes in the **Appointing Authority Comments** field.
18. Verify your name in the **Prepared By** and **Electronic Signature** field. Verify today's date.
19. Enter your **Phone Number** and click **Submit and Continue**.



20. Review all information carefully and make any necessary changes.
21. Click **Submit Action to Civil Service**.
22. Click on **View/Add/Delete an Attachment** to attach all documentation, i.e. Position Description (CS-214) and supporting rational.



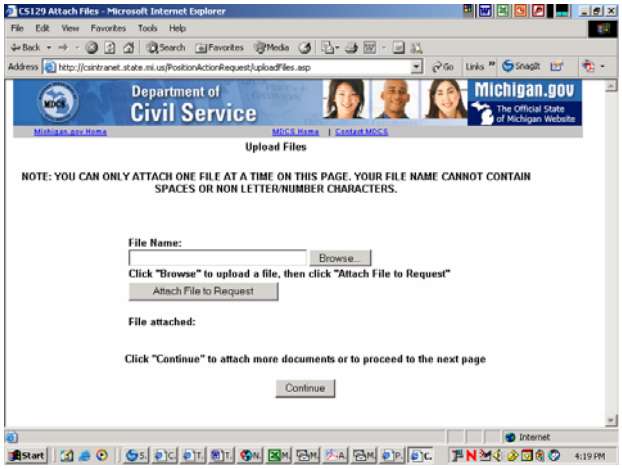
23. Click on **Add Attachment**.



24. Click on **Browse…** to locate and select a document.

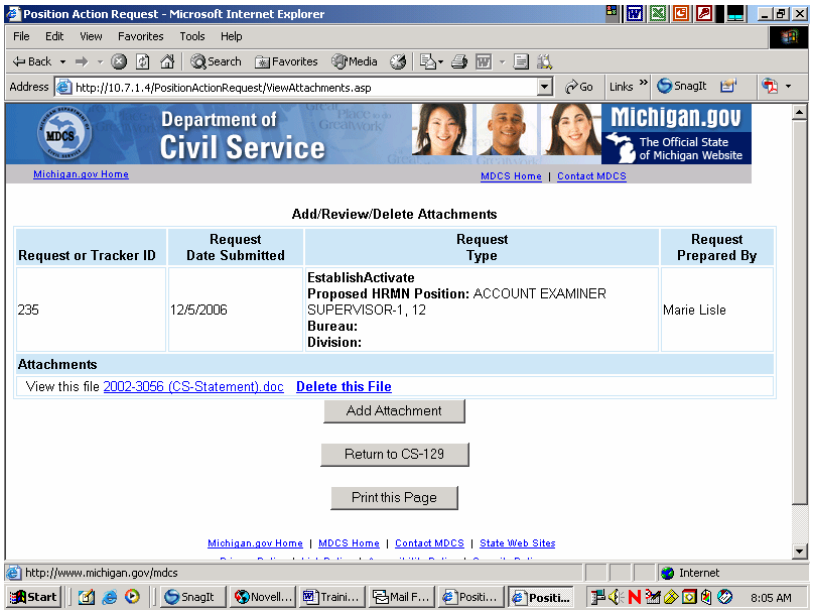
NOTE: Your file name can not contain spaces or symbols.

25. Click on **Attach File to Request**.
26. Click **Continue**.



27. If you need to attach additional documents, click on **Add Attachment** and repeat items 24, 25 and 26.

28. If you would like to view the attachment, you must wait 5 minutes before clicking on the document name. To delete an attachment, click **Delete this File** next to the file you wish to remove.



29. When finished attaching documents, click on **Return to CS-129**.

30. Click on Close Window or Start a New CS-129.